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| Role title: | Neighbourhood Safeguarding Officer |
| Grade & salary: | F (£21,084 - £26,802) |
| Working hours/shift pattern: | 37 hours per week |
| Additional allowances: | The role includes evening and weekend working which will attract appropriate salary enhancements. Weekend Working & Shift allowance |
| Location: | Chesterfield – Buxton Police Station |
| Post reports to: | Neighbourhood Safeguarding Sergeant |
| Suitable for job share or part time: | Yes |
| Other considerations (e.g. travel) | |
| Date last reviewed: | 19 th October 2018 |

Specific Roles and Responsibilities:

- Uphold the Force's Values of Doing the Right Thing, Making a Difference, and Shaping the Future.
- Take a dedicated casework approach to individuals and locations in order to identify and reduce vulnerability.
- Development and implement safeguarding plans to:
 - Protect persons subject to domestic abuse.
 - Protect vulnerable children and adults.
- Attend multi-agency meetings.
- Identify Vulnerable Persons and ensure they receive an appropriate service.
- Raise aware of vulnerability issues amongst police officers and staff providing personal briefings.
- Ensure Vulnerable Person policies and procedures are adhered to and share best practice.
- Attend and contribute to Divisional operational meetings.
- Maintain contact with victims and where appropriate their families to ensure that confidence in Derbyshire Constabulary is maintained.
- Case management of Divisional missing person referrals from the Central Referral Unit, working in liaison with local Safer Neighbourhood Teams and other Police colleagues.
- Where required share information with other police forces to safeguard vulnerable or missing persons.
- To review policy and legislation, together with best practice from other organisations, to better inform safeguarding practices.
- Assist police colleagues operationally to locate missing persons.



- Work with partner agencies to develop protocols/ locate plans to prevent repeat missing person episodes.
- Ensure all missing persons are identified within the relevant system and outstanding actions are followed up.
- To identify and respond to emerging crime trends or crime “hotspots” by developing tailored crime prevention initiatives at short notice.
- To visit vulnerable and repeat victims in their homes to offer crime prevention advice
- To work with external partners (such as Councils, schools and housing associations) to deliver a coordinated crime prevention message.
- Work closely with police service volunteers aimed at delivering messages to vulnerable communities.

Skills & Experience Required:

Essential:

- Excellent interpersonal skills to establish effective communication and rapport with vulnerable members of the community.
- Experience of multi-agency working.
- Experience of and ability to demonstrate a proven knowledge of safeguarding principles.
- Experience of working on own initiative with minimum supervision.
- Experience of a range of computer systems and skills in use of Microsoft Office software.
- Demonstrate effective verbal and written communication skills.
- Demonstrate respect for race and diversity.
- Demonstrate an ability to show empathy and a customer focused approach.
- Demonstrate effective team and partnership working.
- Experience of working to tailor services to meet the needs of individual users.
- Must have capability to travel to different locations within the county to undertake assignments. Due to the requirement to work flexibly and unsocial hours: public transport may not be suitable or available. For this reason a full UK driving licence is considered essential.
- Ability to pass personal safety training.

Desirable:

- Demonstrate knowledge of safeguarding around domestic violence victims.
- Demonstrate knowledge of safeguarding around vulnerable children.
- Demonstrate knowledge of safeguarding around vulnerable adults.
- Demonstrate a good working knowledge of Derbyshire police IT systems (Control Works, Niche, Compact) Microsoft Excel and Word.
- Experience of carrying out vulnerability risk assessments.
- Prior experience of developing crime prevention initiatives.
- Experience of preparing and delivering briefings for colleagues and managers.
- Experience of analysing and interpreting data and subsequent production of reports and presentations.
- Experience of handling personal information, working within Data Protection Principles and awareness of confidentiality.
- Excellent self-organisation and time management skills, coupled with flexibility to respond to regular (sometimes daily) changes in priorities.

Our principles

Doing the right thing Making a difference Shaping the future



Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with Others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem Solving & Innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and Organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating & Influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal Development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering Results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer Focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational & Technical Awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

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